



TRINIDAD AND TOBAGO GAZETTE

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2162

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

PUBLIC STATEMENT OF THE NATIONAL LOTTERIES CONTROL BOARD

In Compliance with Sections 7, 8 and 9 of The Freedom of Information Act, 1999 (FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA), the National Lotteries Control Board is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public: -

- (1) A legal right for each person to access information held by the National Lotteries Control Board;
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request of information under the FOIA; and
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

FREEDOM OF INFORMATION ACT

Section 7 (1) (a) (i)

Function and Structure of the National Lotteries Control Board

Mission Statement: -

The National Lotteries Control Board's mission is to create, promote and conduct games of chance that generate revenue for the government of Trinidad and Tobago, and to provide quality service to all its customers.

The National Lotteries Control Board is a Statutory body which reports to the Minister of Finance. The Board was established on 12th August, 1968 in accordance with an Act of Parliament, Chapter 21:04. The staff of the NLCB is headed by a Director. The establishment is divided into six responsibility areas as follows: -

1. Director's Office – Overall Public Administration
2. Secretariat
 - Board Meetings
 - Records Management
 - Building Maintenance
 - Policy Implementation
 - Human Resource Management
 - Security
3. Finance/Information Technology
 - Estimates of Revenue and Expenditure
 - Receipt of monies for tickets (On-Line, Instant and Classic Lotteries)
 - Payment of prizes (On-Line, Instant and Classic Lotteries)
 - Preparation of monthly and annual financial statements
4. Operations (On-Line, Instant Lottery, Classic Lottery)

Conduct and supervision of draws/games
Reports to Board
5. Marketing and Public Relations

Sponsorship, Donations, Releases, Advertising
6. Internal Audit

Auditing activities of accounts of the Board

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Surplus from the operations of the games conducted by the National Lotteries Control Board is deposited into the Consolidated Fund.

Section 7 (1) (a) (ii)

Categories of documents in the possession of the National Lotteries Control Board.

1. Policy and general administrative files and documents for the operations of the Board;
2. Personnel files detailing appointments, promotions, acting appointments, job specifications, contracts, retirements, leave etc.;
3. Files dealing with financial management and accounting matters;
4. Agent files – On-Line, Classic and IMG;
5. Files dealing with advertising and ad agencies;
6. Files dealing with donations and sponsorship;
7. Financial records – payment vouchers, cheques, receipts, journals, statements etc.;
8. Files dealing with service contracts, suppliers;
9. Tapes of On-Line and Classic Lottery draws;
10. Procedure documents;
11. Third Copy files;
12. Legal Advice files;
13. Files dealing with training;
14. Minutes of Board meetings and Section Heads meetings;
15. Files containing Circulars (internal and external);
16. Reports form Section Heads;
17. Booklets, leaflets, posters, newspaper clippings;
18. Files dealing with conferences, functions etc. attended by the Board;
19. Inventory of furniture and appliances; and
20. Foreign publications on On-Line and Instant Lotteries.

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Section 7 (1) (a) (iii)*Material for publication or inspection.*

The public may inspect and/or obtain copies of the following material between the hours of 9:00 a.m. and 3:00 p.m. on normal working days at: -

119/121 Duke Street, Port-of-Spain
 Telephone No.: 623-1831
 Fax No.: 627-8038
 Website: www.nlcb.co.tt

DOCUMENTS**MEDIA ON WHICH INFORMATION
WILL BE SUPPLIED**

National Lotteries Act Chapter 21:04 and amendments thereto	Hard copy available for inspection or can be purchased from Government Printery
National Lotteries Regulations - Classic Lottery	Hard copy available for inspection or can be purchased from Government Printery
Act No. 32 - Instant Lottery 1988 - Establishment of	Hard copy available for inspection or can be purchased from Government Printery
Composition of National Lotteries Control Board	Hard copy available for inspection or can be purchased from Government Printery
Annual Administration Report after being laid before Parliament	Hard copy
Rules, Regulations, Guidelines & Description with respect to the operation of games	Hard copy
Procedures of draws	Hard copy
Criteria for selection of Agents	Hard copy
Conditions to be observed by Agents	Hard copy
Method of application for On-Line terminals	Hard copy
Lists of On-Line, Classic and Instant Money Game Agents	Hard copy

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<u>DOCUMENTS</u>	<u>MEDIA ON WHICH INFORMATION WILL BE SUPPLIED</u>
Notice of forthcoming Classic draws	Gazette, daily newspapers and hard copy
Results of past and current On-Line and Classic draws	Gazette, daily newspapers, hard copy and live telecast
Prize Structures	Gazette, daily newspapers and hard copy
Circulars to Agents	Hard copy
Application Forms for Agencies	Hard copy
Basic frame of Letters of Appointment/Termination of Agencies	Hard copy
Samples of On-Line, IMG and Classic Lottery tickets	Samples
Job Specifications of positions on establishment	Hard copy
Audited vacation leave eligibility of all staff members	Hard copy
List of vacant positions on the establishment	Hard copy
Approved Estimates of Revenue and Expenditure	Government Printery and hard copy
Financial Statements after being laid before Parliament	Hard copy
The National Lotteries Control Board's quarterly newsletter	Hard copy

Section 7 (1) (a) (iv)*Literature available by subscription.*

Not applicable

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the National Lotteries Control Board.

* General Procedure

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must therefore complete the appropriate form (Request for Access to Official Documents) available in our Lobby for information.

* Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the NLCB.

* Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

* Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information which is currently available in the public domain, either from this public authority or from another public authority, for example, brochures and pamphlets etc.

* Responding to your Request – Retrieving Documents

The NLCB is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage centre will be retrieved in order to process your request.

Prior to the commencement of the Freedom of Information Act, 1999, old records may have been destroyed in accordance with the Exchequer and Audit Act, Chapter 69:01. The granting of a request for such documents may, therefore, be impossible.

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* Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- (b) Perform research for you.

* Time Limits

General

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

Time Allowed

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

* Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to access to the document/s requested.

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Section 7 (1) (a) (vi)

Officers in the National Lotteries Control Board responsible for:

- (1) The initial receipt of and action upon notices under Section 10;
- (2) Requests for access to documents under Section 13; and
- (3) Applications for correction of Personal Information under Section 36 of the FOIA.

The Designated Officer is: -

Acting Deputy Director
Phyllis Borde
119/121 Duke Street, Port-of-Spain
Ph. 623-1831/Fax. 627-8038

The Alternate Officer is: -

Acting Secretary to the Board
Patricia Pierre-Joseph
119/121 Duke Street, Port-of-Spain
Ph. 623-1831/Fax. 627-8038

Section 7 (1) (a) (vii)

At present, there are no bodies that fall within the meaning of this section of the Freedom of Information Act.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities.

At this time, National Lotteries Control Board does not have a library/reading room in which information in the public domain can be accessed. However, we will accommodate as best we can any persons requesting information from Mondays to Fridays between the hours of 9:00 a.m. and 3:00 p.m.

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Policy of the National Lotteries Control Board for provision of copies of documents held in the public domain.

- ❖ Certain provision of documents may be subject to a small charge to cover administrative costs.
- ❖ No smoking, eating or drinking is allowed in the reading room.

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by National Lotteries Control Board, not being particulars contained in another written law.

The National Lotteries Control Board Act, Chapter 21:04 and amendments thereto. (Note: this document is available at our offices for inspection only. The document may be purchased from the Government Printery.)

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside National Lotteries Control Board, or similar documents containing rules, policies, guidelines, practices or precedents.

Not applicable.

Section 8 (1) (b)

In enforcing written laws or schemes administered by National Lotteries Control Board where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

Not applicable.

Section 9 (1) (a)

A report, or a statement containing the advice or recommendations, of a body or entity established within National Lotteries Control Board.

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within National Lotteries Control Board.

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Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside National Lotteries Control Board by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to National Lotteries Control Board or to the responsible Minister of that public authority.

Not applicable.

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of National Lotteries Control Board.

Not applicable.

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations of a committee established within National Lotteries Control Board to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of National Lotteries Control Board who is not a member of the committee.

Not applicable.

Section 9 (1) (e)

A report, (including a report concerning the results of studies, surveys or tests) prepared for National Lotteries Control Board by a scientific or technical expert, whether employed within National Lotteries Control Board or not, including a report expressing the opinion of such an expert on scientific or technical matters.

Not applicable.

Section 9 (1) (f)

A report prepared for National Lotteries Control Board by a consultant who was paid for preparing the report.

Not applicable.

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Section 9 (1) (g)

A report prepared within National Lotteries Control Board and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

Not applicable.

Section 9 (1) (h)

A report on the performance or efficiency of National Lotteries Control Board, or of an office, division or branch of National Lotteries Control Board, whether the report is of a general nature or concerns a particular policy, programme or project administered by National Lotteries Control Board.

Auditor General's Report up to 2000.

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organization of the functions of National Lotteries Control Board, (2) the establishment of a new policy, programme or project to be administered by National Lotteries Control Board, or (3) the alteration of an existing policy, programme or project administered by National Lotteries Control Board, whether or not the plans or proposals are subject to approval by an officer of National Lotteries Control Board, another public authority, the responsible Minister of National Lotteries Control Board or Cabinet.

Not applicable.

Section 9 (1) (j)

A statement prepared within National Lotteries Control Board and containing policy directions for the drafting of legislation.

Not applicable.

Section 9 (1) (k)

A report of a test carried out within National Lotteries Control Board on a product for the purpose of purchasing equipment.

Not applicable.

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Section 9 (1) (l)

An environmental impact statement prepared within National Lotteries Control Board.

Not applicable.

Section 9 (1) (m)

A valuation report prepared for National Lotteries Control Board by a valuator, whether or not the valuator is an officer of National Lotteries Control Board.

Not applicable.